



CITY OF SAN JOSÉ, CA
DEPARTMENT OF TRANSPORTATION
IS SEEKING
DIVISION MANAGERS (2) FOR
STREET PAVEMENT MAINTENANCE and
LANDSCAPE SERVICES & TRAFFIC MAINTENANCE





THE COMMUNITY

Known as the “Capital of Silicon Valley,” San José is the world’s leading center of innovation. With nearly one million residents, San José is the third largest city in California and the 10th largest city in the U.S. Encompassing 178 square miles at the southern tip of San Francisco Bay, San José is Northern California’s largest city and one of the most diverse large cities in the United States.

San José’s quality of life is unsurpassed. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City’s many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Spring’s Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children’s Discovery Museum.

Fifteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading engineering and business school supporting Silicon Valley, and it is home to the Mineta Transportation Institute, a national university transportation center offering accredited graduate education programs related to surface transportation. Other nearby universities include Santa Clara University, Stanford University, and three University of California campuses.

Although it was once a largely agrarian community, San José’s transformation into a technology center has led to the City housing the largest concentration of innovation expertise in the world. The San José area today is powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a bachelor’s degree or higher, compared with 25 percent nationally. San José does not have an ethnic majority; residents include speakers of more than 50 different languages.

The City is proud of its quality of life and of the rich cultural diversity evident in its population, its workforce, and its many neighborhoods.

THE CITY

The City of San José operates under a Council-Manager form of government; the City Council consists of 10 Council Members elected by district and a Mayor elected at-large. The City has 14 departments, along with other strategic functional and Council-appointed professional groups, that are organized into City Service Areas (CSAs). A CSA represents the policy making level for strategic planning, policy setting, and investment decisions in the critical functions the City provides to the community. The 2015-2016 Operating and Capital Budgets for the City total \$3.2 billion. The 5,945 city employees are represented by 11 bargaining units that have strong and active leadership.

THE DEPARTMENT

The Department of Transportation (DOT) has approximately 440 employees and an annual Operating and Capital Budget of \$285.5 million. DOT is a customer-focused, goal-oriented organization responsible for improving, operating, and maintaining the City’s massive transportation system infrastructure.

The Department is organized into four functional divisions: Transportation Planning and Project Delivery; Transportation and Parking Operations; Infrastructure Maintenance; and the Director’s Office/Administrative Services.

INFRASTRUCTURE MAINTENANCE DIVISION

The Infrastructure Maintenance Division is responsible for maintaining the City’s 2,400 miles of streets and related infrastructure, including paved street surfaces, bridges, traffic signals, streetlights, signs, markings and striping, trees, sidewalks, and landscaping, as well as the public sanitary and storm sewer collection systems. The Division has a “can do” attitude and a culture of continuous improvement, and is progressive in both leadership development and style. Areas of focus include ensuring a safe work place, building strong teams, expanding the use of technology, and enhancing analytical skills and ability. While many of the staff have ‘grown up’ with the Division, the organization has been successful in attracting and assimilating new talent.

THE POSITION(S)

Reporting to the Deputy Director of Infrastructure Maintenance, the Division Managers will be focused on managing a wide range of maintenance services and projects throughout the City of San Jose. Three Division Managers make up the Deputy Director’s





senior leadership team, and each will have a role in managing the Division's administrative duties as assigned by the Deputy Director, such as budget, human resources, safety and information technology. Two positions are currently being recruited: the Street Pavement Maintenance Division Manager and the Landscape Services & Traffic Maintenance Division Manager.

Street Pavement Maintenance Division Manager: As a result of financial constraints, the City is currently focusing the bulk of its resources on its most important streets – the Priority Street Network. At the same time, the condition of the rest of the City's streets is in decline and requires a substantial influx of new money in order to rehabilitate and properly maintain the entire system. DOT is working under the direction of the City Council to develop a multi-pronged funding strategy for pavement maintenance while aggressively planning and delivering multiple maintenance and rehabilitation projects on the Priority Street Network.

In light of these challenges and priorities, the Division Manager will have the opportunity to:

- Lead and manage a staff of over 55 engineering, inspection and maintenance personnel with an annual program budget that ranges from \$15-25 million.
- Play a key role in project development and delivery. Street prioritization, selection and project scoping now requires greater engineering analysis and coordination with other City projects, departments, utility companies, elected officials, and the community.
- Oversee the development of formal plans and specifications, conduct project bids and awards, and manage construction contracts to deliver a variety of paving projects that are funded through Federal and State grants and other local sources.
- Perform extensive analysis to accurately define the pavement condition and funding needs of the system to assist the City Council in their development of a pavement maintenance funding strategy. Per City Council direction, DOT is proactively seeking and evaluating alternative funding sources for pavement maintenance. A general sales tax measure was recently approved to be placed on the June 2016 ballot by the Council, and may prove to be a source of future pavement maintenance funding if passed by the voters. The Division Manager will be working closely with the DOT Director's Office and the City Manager's Office on this and other funding proposals.
- Further define the role that the City's in-house pavement maintenance crews play in maintaining safe and serviceable streets across the entire City.

Landscape Services and Traffic Maintenance Division Manager:

This Division Manager position oversees a wide range of programs across two of the Department's core services, including Landscape Maintenance, Streetlight and Traffic Signal Maintenance, Roadway

Signs and Markings, the Arborist's Office, Contractual Street Sweeping Inspection, Tree and Sidewalk Program, Weed Abatement Program, and Special District Management.

The Division Manager will have the opportunity to:

- Lead and manage a staff of over 100 maintenance and inspection personnel across many varied programs, with a combined annual budget of over \$15 million.
- Work with staff to develop strategic plans for optimizing service delivery for these programs in light of ongoing funding shortfalls and staffing challenges.
- Identify opportunities to advance the City's Community Forest Strategic Framework through key partnerships and community engagement.
- Support inter-departmental efforts related to green infrastructure and storm water treatment.
- Continue efforts to achieve drought-related water conservation targets.
- Continue established efforts to mitigate the problems and community impacts associated with illegal dumping and copper wire theft throughout the City.

THE IDEAL CANDIDATE(S)

Street Pavement Maintenance Division Manager – The ideal candidate will be highly skilled in project delivery, classic asset management functions, bid and award processes and contract/construction management. The ability to coordinate with state and federal grant funding entities, write and review project specifications, and appropriately budget and manage diverse funding streams is essential, along with the ability to prepare reports, make presentations, and constructively interact with all stakeholders. A sound understanding of transportation engineering design principles will serve the chosen candidate well.

Landscape Services and Traffic Maintenance Division Manager

– The ideal candidate will possess exceptional analytical, managerial and leadership skills, and be highly skilled in data-driven decision-making, team building, and organizational development. A background in infrastructure maintenance and asset management will serve the candidate well.

Education, Certifications, and Experience:

- Requires a bachelor's degree in a closely related field and six years of increasingly responsible experience, including three years of supervisory experience.





- Possession of a valid license authorizing operation of a motor vehicle in the State of California is required.
- Candidates with a combination of public and private sector work experience from all geographic areas will be considered.

Personal Characteristics and Management Style:

- Confident decision maker with a track record of producing results
- Effective and empathic communicator skilled at building relationships
- Positive demeanor and collaborative partner with stakeholders inside and outside the City organization
- Adept project manager comfortable leading in a team environment
- Proven leader in empowering employees and supporting their development and recognition
- An entrepreneurial spirit and effective change agent not adverse to fresh perspectives or the recalibration of the organization
- Experienced manager who appreciates and welcomes San José's rich multicultural, diverse environment

COMPENSATION AND BENEFITS

The approved salary range for these positions go up to **\$142,397.01**. The actual salary will depend on the qualifications and experience of the individual selected. The City provides an array of benefits including:

Retirement – Competitive retirement system with full reciprocity with CalPERS.

Health Insurance – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

Dental Insurance – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.

Holidays – The City observes 14 paid holidays annually.



Deferred Compensation – The City offers an optional 457 Plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is **Friday, May 13, 2016**. Please note in your application materials which position you are applying for. Candidates are welcome to apply for both positions if their experience is applicable. To be considered, please immediately submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), indication of current salary and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to:



Pam Derby
CPS HR Consulting
Phone: (916) 263-1401
Fax: (916) 561-7205
Email: resumes@cpsshr.us
Web-site: www.cpsshr.us/search

Resumes will be screened in relation to the criteria outlined in this brochure and candidates with the most relevant qualifications will be invited to preliminary screening interviews conducted by the consultant on an ongoing basis as resumes are received. The consultant will notify candidates by **Friday, May 20** if they will be invited to panel interviews with the City on either **Tuesday, May 24 or Wednesday, May 25**. Thorough reference and background checks will then be conducted on top finalists who will participate in follow-up interviews with the Deputy Director.

